



JOB ANNOUNCEMENT

POSITION: Elections Specialist

LOCATION: County of Stanly Elections Department
Stanly County Commons
1000 North First Street
Albemarle, NC 28001

SALARY: Starting Pay \$26,712 or DOQ

HOURS: 8:30am – 5pm, Monday thru Friday, 37.50 hour per week
(Hours will vary during election cycles)

SPECIFICATION: Performs a variety of administrative and technical support duties at the advanced journey level with more decision making and independence of action used in working with the department or office's programs and activities. Some of the main duties of the position include maintenance of the voter registration database, operation of the Statewide Elections Information Management System (SEIMS), recruitment and training of precinct officials, voter outreach & education, and assistance with pre and post-election tasks. All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

DESIRABLE EDUCATION AND EXPERIENCE: High School Diploma along with considerable administrative experience including public contact and customer service and technical knowledge in word processing programs; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS: North Carolina Class C Driver's License. Must have or obtain Notary Public. State-mandated training required. Night and weekend hours required.

RECRUITMENT PERIOD: September 17, 2015 through 5:00 p.m. October 1, 2015

APPLICATION PROCESS: Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the Stanly County Workforce Center, 2215 US Hwy 52 North, Albemarle, NC 28001. (704) 982-2183 All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment

Stanly County is an Equal Opportunity Employer

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www.stanlycountync.gov

Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001